

SUPERVISORS

WYBC-THE YALE BROADCASTING COMPANY Incorporated

PROGRAM DEPARTMENT

November 1, 1948

STANDARD OPERATING INSTRUCTIONS **Supervisor's Duties**

SUPERVISORS and their Assistants are in complete charge of all broadcasting for the day, except for instructions from the Program Director, one of the Assistant Program Directors, or member of the Program Department office staff.

A SUPERVISOR IS DESIGNATED BY THE PROGRAM DEPARTMENT only; and no Supervisor can appoint an assistant or designate anyone to take his place at any time during a shift without the express approval of the Program Department. Assistants will be appointed to understudy and assist the regular Supervisor; however such assistants will not become qualified to handle the shift by themselves until so designated.

DUTIES OF THE SUPERVISOR: He is responsible for fulfilling each day the following standard duties and such other instructions as may be published in other directives.

1. Be at the station at least $\frac{1}{2}$ hour before air time.
2. Have all records brought in from the record room for the entire evening prior to air time. This includes Serenade at Six and Design for Study.
3. Assign helpers for picking up and returning News and Sports summaries in conformity with schedule published by Pgm Dept.
4. Assign members listed for the day's shift in conformity with their classification as monitors and announcers.
5. Checking of all microphones after same have been moved and/or at the beginning of each evening.
6. Distribution of program logs as designated on them. Listing of scheduled announcers and monitors in proper column.
7. Verifying that all commercials and continuity have been supplied prior to air time.
8. The assignment of broadcast studios for use so that 1 & 2 are used alternately for succeeding programs. Setting up of studios and placement of mikes for each program.
9. Keeping all helpers present in the studios between 4:00-12:30 busy; members may instruct you as to assigned tasks when helpers are not needed by you for operation of the station.
10. All studios and offices must be exceptionally clean and neat during the hours 4:30-12:30 PM.
11. Checking on the airing of Yawn Club for that morning; include information in Supervisor's Report.
12. Checking periodically on each monitor to make sure he is following monitoring instructions and peaks, etc.
13. Instructing announcers which shows they will read, and who will do what, etc., in conformity with broadcasting procedure.

14. Writing in duplicate a complete Supervisor's Report for the day. Posting original copy and filing duplicate in the Assistant Program Directors box.
15. Filing original copies of all Record lists in the Record Department Directors box.
16. Providing Starduster with continuity, commercials, and instructions for his program.
17. Checking logs for completeness at 11:15 (with the exception of one left for the Starduster) and filing same in the Assistant Program Directors Box.
18. Separating all commercials, spot plugs, and continuity and filing as follows:
 - Spot plugs to Public Relations office
 - Commercials to box for the day in question
(place where you got them)
 - Continuity to Continuity Department office.
19. Filing and collection of all scripts for specials shows in the Assistant Program Directors box.
20. Instructing Starduster and heelers in the locking of studios, turning off speakers, lights, etc.
21. Be on duty continually between the hours of 4:00 pm and 11:15 pm except for dinner.
22. Reporting any unusual happenings etc to the Program Department.
23. Responsible for network feeding of programs to other stations. Time and level checks, etc.

David H.Z. Johnston
Program Director